

Your browser does not support HTML5 video.

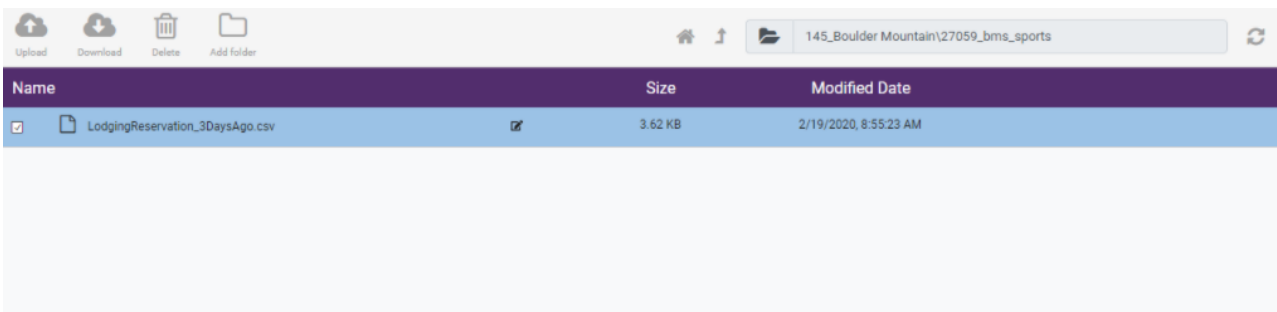
The Ascent360 File Management system is an area where you can drop or pick up files. This makes it convenient to securely drop files that contain PII (like lists of contacts).

To access the file management area, you'll need to be logged into the Ascent platform. Then, there are two ways to access your files:

1. Click your **profile** button in the top right corner, and choose **Files** from the drop-down.
2. From the top row of tabs, click **Integrate**, then **File Management**

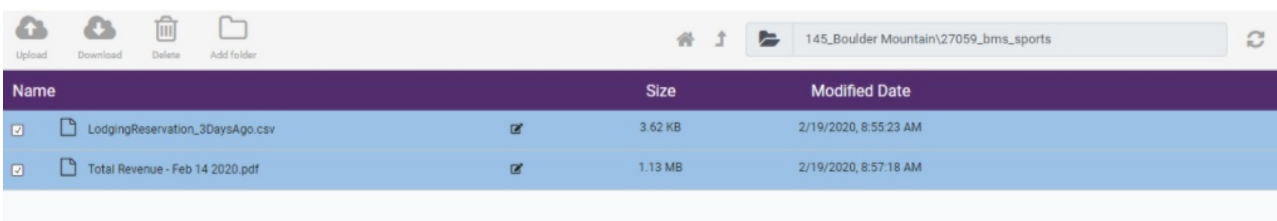
(Both options bring you to the same place).

Downloading a File



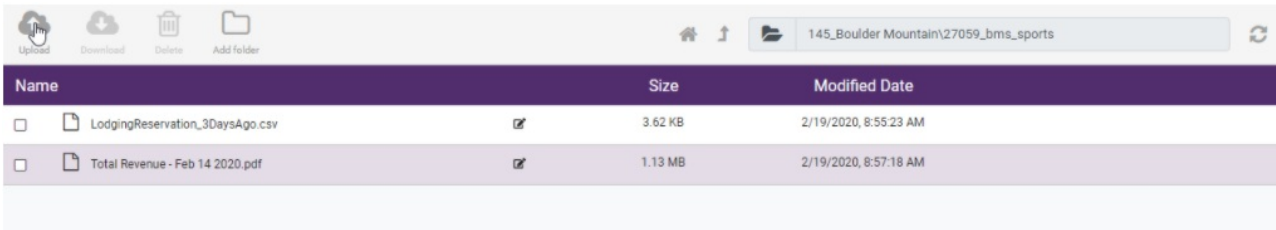
To download a file, check the box next to the file you'd like to download and select the "download" button. The download will begin immediately

Downloading multiple files

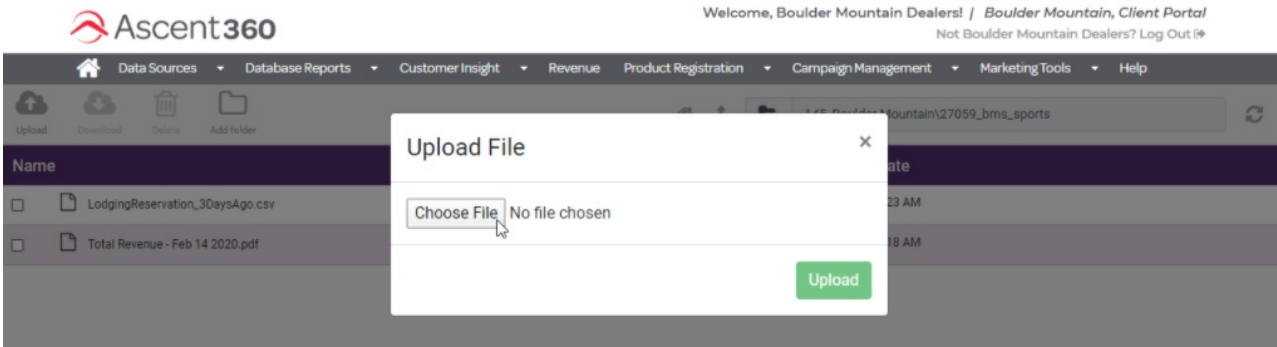


If multiple files are selected, a zip file containing the files selected will be downloaded.

Uploading a File



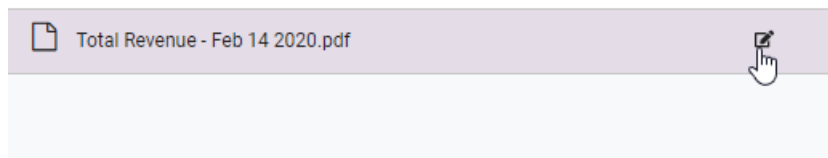
To upload a file, select the "Upload" button from the menu.



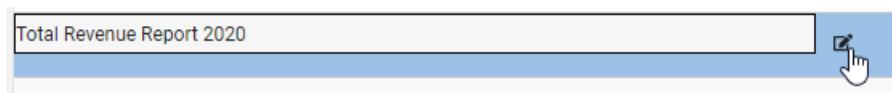
Then, click the "Choose File" button to choose the file you would like to upload. Select the file you would like to upload from your local computer, then select the "Upload" button.

At this time, the file management system only allows for one file to be uploaded at a time. Files are limited to 2GB or smaller in size. If you need to upload a file that is greater than 2 GB, please contact your CSM to access a larger file size drop location.

Renaming a File

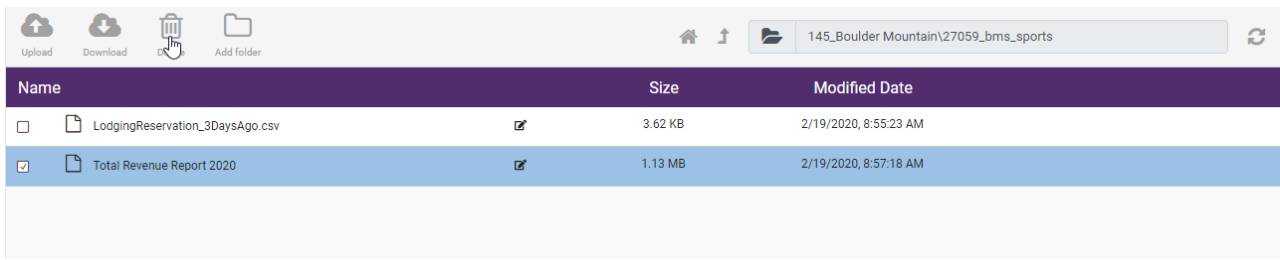


To rename a file, click on the Edit icon.

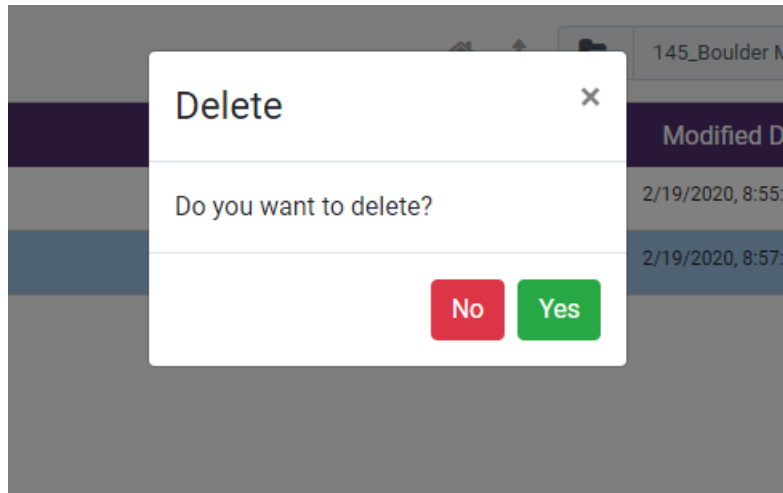


Then, type the new name and hit the "enter" button to save the new file name.

Deleting a File

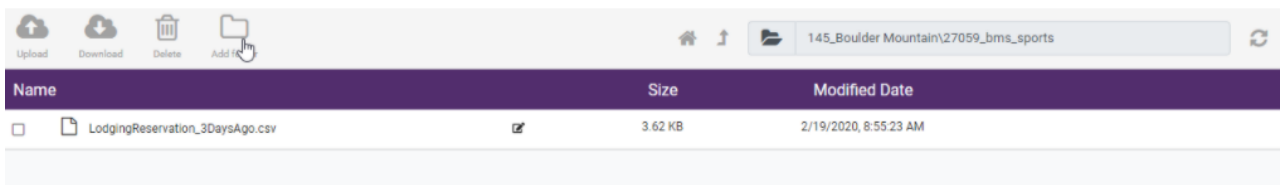


To delete a file, select the file and click the "delete" icon to delete the file.

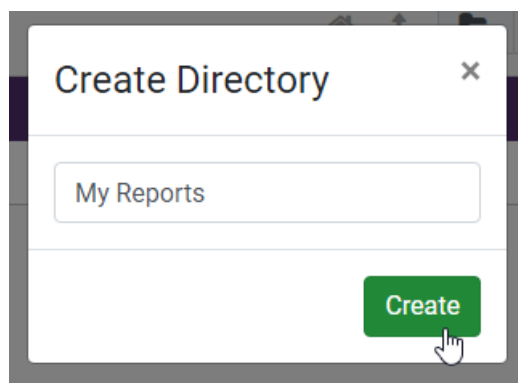


Confirm you really want to delete the file, then the file will be deleted (this cannot be undone)

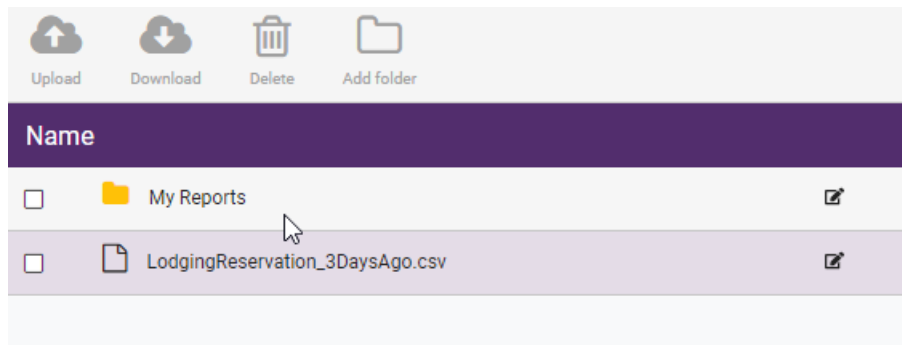
Creating Folders



To create a new folder, select the "Add Folder" button from the menu.



This will open the Create Directory menu. Type in the name of your folder and click the "Create" button.



The folder will be created in the current directory.
